February 10, 1967

Request for Proposal

Publication Techniques and Equipment Study

1. PURPOSE

The purpose of this document is to present the background and objectives of a Government-sponsored program to study the equipment and techniques of an organization devoted to the publication of photographic intelligence reports and graphisc and to make recommendations for the improvement of that organization's efficiency and work capacity.

2. BACKGROUND

There are approximately thirty different intelligence reports that are published at NPIC. They vary in size, style and purpose. There are also a wide variety of graphics made as briefing boards, viewgraphs or as insertions in the reports. One of the responsibilities of the contractor will be to become familiar with all of the aspects of the publication of these reports and graphies. There are several documents of past studies on the operations of various NPIC divisions. Portions of these documents that contain information relative to the publication process will be made available to the contractor who performs the study.

3. SCOPE

The contractor will be required to investigate all of the aspects of publishing photographic intelligence reports, including the keypunching, editing, proofing, and typsetting of these reports. He will also study the preparation of graphics used in these reports and used as briefing boards, viewgraphs, and other visual aids. The contractor will not investigate the area of printing or dissemination of the finished product, but must keep the government aware of any incompatibilitie between proposed new publication outputs and existing production equipment. The

contractor will not be required to thoroughly investigate the preparation or approval of the reports prior to their receipt by the division responsible for their publication.. However, he may suggest composition equipment or techniques not now in use or suggested by previous studies if they are deemed to be beneficial to the publication process. For instance, if some of the reports received for publication are in a typewritten draft form, it may be suggested that typing equipment be used which will also produce a punched tape of the draft. The contractor will suggest all techniques and equipment to benefit the publication of photographic intelligence reports and graphics. As a minimum, the contractor will perform the following tasks. (these tasks and other tasks recommended by the contractor should be more fully elaborated in the contractor's proposal)

3.1 Study of report publication The contractor will study all of the aspects of report publication that have not been covered in previous studies (reports of these studies will be furnished to the successful bidder). The publication can be broken down into at least the following categories:

3.1.1 Keypunching The information must be taken from a written or typed draft version and keypunched into a draft format suitable for editing. Consideration should be given to page readers as a means of accomplishing some of this work. Preferably, only one keypunch operation should be required. The keypunch operator should be able to see the format being produced and should be able to easily correct errors. Where available, information should be furnished on the percentage of errors likely to be introduced by this operation.

3.1.2 Editing The editor should preferably first view the copy in a typed form or on a CRT and should be able to easily indicate corrections or changes and perhaps make these changes himself. He should also be able to indicate desired type size and style. Some highly formated reports may require equipment or techniques to automatically select forts.

3.1.3 Typesetting Various methods of rapid typesetting equipment will be examined by the contractor. The use of existing NPIC computers as well as special purpose computers will be prescribed where it is felt they can economically assist in this operation. The number of forts needed will be mutually agreed upon by all contractural parties. The contractor will examine and report on procedures for line justification, hypheration, hyphenless justification, column widths, type readability, etc.

3.1.4

3.2 Study of graphics preparation The contractor will study all aspects of graphics preparation at NPIC. The preparation of graphics can be divided into at least the following categories:

3.2.1 Annotated photographs. These graphics are prepared for insertion into reports or as briefing boards or viewgraphs. A black and white photograph or occassional color photograph will be annotated with arrows, lettering, outlines, etc. Typesetting equipment used for report publication may possibly assist in this work.

3.2.2 Line drawings Line drawings are usually prepared from photographic information. The drawings vary from simple outline diagrams to perspectives and shaded drawings. They are prepared as briefing boards on viewgraphs, or are inserted into reports. This is presently a time consuming operation and is in need of suggestions of techniques and equipment to speed its production.

3.2.3 Miscellaneous graphics. Safety posters, employee notices, and other varied graphics are also prepared. Their importance in relation to other graphics is limited but consideration should be given to them in proportion to the efforts

required for their preparation.

4. Procedure. The parties involved in this study will be:

a. the personnel selected by the contractor (and subsequently approved by the government);

b. the contracting officer of the government who will be responsible primarily for contractual procedures;

c. the contracting officer's representative, hereinafter called the project monitor who will have primary responsibility for direction of the contractor's efforts;

d. four government representatives of the division responsible for publication of reports and graphics;

e. indirectly other contractors at NPIC engaged in work that may require coordination with this study. The contractor will become familiar with their work and will request coordination through the project monitor;

f. Other personnel at NPIC or consultants suggested by the contractor (and subsequently approved by the government) who may contribute to this study.

The continued cooperation and exchange of ideas and information by parties a, c, and d will be required during all phases of the study. Unless the contractor can suggest a more advantageous procedure, the following general plan will be adopted for this study.

4.1 Study Phase The contractor will study all aspects of the publication of reports and graphics at NPIC. He will study those areas previously outlined in this document as well as all other areas and aspects of the process that the contractor or the government feels necessary. The contractor will simultaneously examine all publications and graphics preparation techniques and equipment presently on the market or in the state of development. He will also suggest areas of research or development that may reasonably be expected to produce fruitful results if invested in. The contractor will furnish approximate investment costs, manpower requirements and all other information needed to evaluate the equipment and techniques. Equipment and techniques that are obviously of little value to the area of study may be only cursorily examined and reported on. Equipment and techniques to be evaluated should range from artist's materials, and handheld tools, to automated or semi-automated graphics production on a CRT, automated photocomposition equipment, etc. The report on this phase must be submitted before work on the next phase can begin.

4.2. System Selection and Evaluation Phase - From the results of the Study Phase, the contractor, the project monitor and the representatives of the Publication Division will mutually select from three to five systems for textual preparation and the same number of systems for graphics preparation. These systems as well as the present systems will be more fully evaluated using the following criterial and other criteria suggested by the contractor. A report on this phase must be submitted before work on the next phase can begin.

a. System Performance - Time from beginning of receipt of draft copy of information until it is available to be printed.

b. Reliability. Consistency of expected performance and ability of system to perform major functions in event of individual component failures.

c. Ease of Phase in - An indication of the amount of disruption of Center activities during implementation of the system as well as the time needed to put the system into operation.

d. Expansibility - Difficulty (time and cost) of adding to the system to meet increased demands.

e. Flexibility - Ability of system to handle new or unexpected demands.

f. Compatibility - A measure of the ability of the system to function harmoniously with the automated and non-automated systems within and external to the Center.

g. Report and Graphics Format - Readability, quality, and professionalism conveyed by form, style, etc. of reports and included graphics.

h. Facility Requirements - The need for unsusual site preparation, utilities, communication circuits.

i. Personnel Requirements. The number and skill types required for system operation.

j. Computer Requirements - The amount of computer storage and operating capacity required by the system as well as type and magnitude of required programming.

k. Economic Evaluation - This includes all initial, operational, and maintenance costs. All costs will be separated and presented in a fashion that is easily understood by all participating parties. A figure will be given for an estimated cost for each system to produce one page of textual information. This page size will be ~~assumed to be~~ of an estimated average number of words or characters and for ease of comparison will be assumed to be the same for all systems. The

same cost estimate of the present system will be prepared by the contractor. A figure will be presented for an estimated cost for producing an average graphic composition. A separate figure may be needed for each type of graphic composition. A separate figure may be needed for each type of graphic composition, i.e., annotated photograph, line drawing. A cost estimate will be prepared by the contractor for the present method of producing each graphic.

4.3 System Specification Phase - From the results of the system selection and evaluation phase, the project monitor and the representatives of the publication ~~will~~ with consultation of the contractor will select for ? textual preparation and a system (or several sub-systems) for graphics preparation. The contractor will provide detailed specifications of all equipment, development, techniques, programs, etc needed to fully describe the system. These specifications will be used as specifications for soliciting proposals for the development, acquisition and installation of the systems. The development, acquisition and installation is not to be included in this proposal but will be solicited on a competitive basis by the government at a later date.